

WE CLAIM:

1. A device, comprising:
 - a transport unit for accepting and transporting a flat wire binding element preform;
 - 5 an insertion unit for inserting flat wire binding element preforms into a row of perforations in a stack of sheet-shaped print materials.
2. The device of claim 1, the transport unit comprising an endless transport belt.
3. The device of claim 2, the transport belt comprising cams (22) that support an alignment of wire loops in the flat wire binding element preforms.
- 10 4. The device of 2, comprising magnets are arranged inside the endless transport belt that pull the flat wire binding element preform onto the transport belt.
5. The device of claim 2, the transport unit having a star wheel that guides the flat wire binding element preform onto the endless transport belt.
- 15 6. The device of claim 2, comprising a wire base bracket that aligns the wire base laterally in order to achieve a specified lateral distance of the flat wire binding element preform relative to the endless transport belt.
7. The device of claim 1, the insertion unit having a rake plate having vertical rake fingers that are spaced regularly to be placed in the interstices between
20 loops of the flat wire binding element preform.
8. The device of claim 1, the insertion unit comprising a prism plate that has notches configured to align with a base of the flat wire binding element preform.
9. The device of claim 1, the insertion unit comprising movable wire loop supporting elements that support wire loops in the flat wire binding element
25 preform.

10. The device of claim 1, the insertion unit comprising a rake plate, a prism plate and wire loop supporting elements, the rake plate, connected so that they can move to form an insertion module;

the insertion unit being mounted, driven and controlled in such a way that
5 the insertion module can move the flat wire binding element preform horizontally and vertically parallel to a base of the flat wire binding element preform.

11. The device of claim 10, wherein the horizontal and vertical movement of the wire binding element preform parallel to the wire base result from a superimposed swivel movement and horizontal movement of the insertion unit.

10 12. The device of claim 10, wherein the rake fingers dip vertically behind the wire base segments and then pull the wire binding element preform horizontally toward the rear into the notches of the prism plate.

13. The device of claim 10, wherein after the fixing of the wire base in the notches, the wire loop supporting elements are moved into the wire loops of the
15 wire binding element preform.

14. The device of claim 1, the where the transport unit vertically raises the flat wire binding element preform.

15. The device of claim 1, comprising a control that adapts forward movement of the transport unit to the cycle frequency of an upstream device.

20 16. A method for handling flat wire binding element preforms, comprising:
accepting a flat wire binding element preform with a transport unit;
transferring the flat wire binding element preform to an insertion unit;
inserting the flat wire binding element preform into a row of perforations in a stack of sheet-shaped materials.

25 17. A method, comprising:
accepting a flat wire binding element preform from a feed;
transporting the flat wire binding element preform; and

inserting the flat wire binding element preforms into a row of perforations in a stack of sheet-shaped print materials.

18. The method of claim 17, comprising inserting the flat wire binding element preform with an insertion unit; and,

5 superimposing a swivel movement and horizontal movement of the insertion unit to achieve a vertical movement of the flat wire binding element preform.

19. The method of claim 17, comprising inserting the flat wire binding element preform with an insertion unit; and,

10 controlling the insertion unit to move the flat wire binding element preform horizontally and vertically parallel to a base of the flat wire binding element preform.

20. The method of claim 17, comprising inserting the flat wire binding element preform with an insertion unit; and,

15 moving the insertion unit in two orthogonal directions.